

INSTRUCTIONS

Read all forms and instructions before starting. Fill out forms by printing in blue ink or typing. Do not fill in un-numbered blanks on forms.

Notaries: Some forms must be signed in front of a notary. Notaries are at most banks or listed in the Yellow Pages. The person signing must bring photo ID. Notaries usually charge a fee.

Filing Fee: To find the fee to file court papers, see the Self-Help Center packet *Superior Court Filing Fees* or call the Clerk's Office at 928-779-6535. The Clerk's Office accepts only cash, money orders, and cashier's checks payable to "Clerk of Superior Court". If you can't afford the fee, see the Self-Help Center packet *Filing Fee Deferral at the Start of Your Case*.

Filing Forms with the Court: Take or mail forms to be filed to the Clerk of Superior Court, 200 N. San Francisco St., Flagstaff, AZ 86001. Submit the original, one copy for yourself, and one copy for each person you must give a copy to, if any. The Clerk will stamp your copies with the filing date and return them to you. If you file by mail, include a self-addressed, stamped envelope and a note asking the Clerk to return the copies.

STEP 1: FILL OUT THE PARENT'S WORKSHEET FOR CHILD SUPPORT AMOUNT

See the INSTRUCTIONS: PARENT'S WORKSHEET FOR CHILD SUPPORT AMOUNT and ARIZONA CHILD SUPPORT GUIDELINES in this packet.

STEP 2: FILL OUT THE REQUEST FOR HEARING AND NOTICE OF HEARING

- (1) Enter your name; street address; city, state, and zip code; and phone number.
- (2) Enter the Petitioner's name as it appears on the Request to Modify Child Support.
- (3) Enter the Respondent's name as it appears on the Request to Modify Child Support.
- (4) Enter the case number as it appears on the Request to Modify Child Support.
- (5) Enter the other party's name; street address; and city, state, and zip code. (If the other party has an attorney, enter the attorney's information instead.)
- (6) Sign in front of a notary.

STEP 3: FILL OUT THE CHILD SUPPORT ORDER

- (1) Enter your name; street address; city, state, and zip code; and phone number.
- (2) Enter Petitioner's name and birthdate.
- (3) Enter Respondent's name and birthdate.
- (4) Enter the case number if you have one.
- (5) If you're asking the court to change child support or stop or change a wage assignment, enter your ATLAS number.
- (6) Enter the mother's name, father's name, and each child's name and birthdate.

STEP 4: FILL OUT THE ORDER OF ASSIGNMENT

- (1) Enter your name; street address; city, state, and zip code; and phone number.

- (2) Enter Petitioner's name.
- (3) Enter Respondent's name.
- (4) Enter the case number if you have one.
- (5) If you're asking the court to change child support or stop or change a wage assignment, enter your ATLAS number.
- (6) Enter the name and Social Security Number of the parent who is to pay child support.

STEP 5: FILL OUT THE CURRENT EMPLOYER INFORMATION FORM

- (1) Enter the case number if you have one. If you're asking the court to change child support or stop or change a wage assignment, enter your ATLAS number. Enter the name and Social Security Number of the parent who is to pay child support.
- (2) Enter the payroll address, city, state, zip code, phone number, and fax number of the current or previous employer the Order of Assignment is going to.
- (3) Enter your name and the date.

STEP 6: FILE THE FOLLOWING WITH THE COURT

- ☐ Request for Hearing and Notice of Hearing
- ☐ Parent's Worksheet for Child Support Amount
- ☐ Child Support Order
- ☐ Order of Assignment
- ☐ Current Employer Information Form

If you have not already paid an appearance fee in this case, there is a fee to file the Request for Hearing.

STEP 7: THE COURT WILL MAIL YOU THE SIGNED NOTICE OF HEARING

STEP 8: MAIL THE SIGNED NOTICE OF HEARING TO THE OTHER PARTY

Mail a copy of the signed Notice of Hearing to the other party (mail it to their attorney if they have one).

**STEP 9: IF EITHER PARENT IS A CLIENT OF CHILD SUPPORT ENFORCEMENT:
MAIL THE SIGNED NOTICE OF HEARING TO CHILD SUPPORT ENFORCEMENT**

Mail or hand-deliver a copy of the signed Notice of Hearing to Assistant Attorney General, Child Support Enforcement, 2323 N. Walgreen St., Ste. 100, Flagstaff, AZ 86004.

STEP 10: GO TO THE HEARING

Arrive 15 minutes early. Dress neatly. Be prepared to explain to the judge your position on this issue. Unless you have been ordered by the judge to bring your children, do not bring children to court.